

Duties of the Officers of SC Society OCR

The President of the Society:

- Is elected by active members of the SC Society OCR
- Shall represent the Society, conduct and call meetings as necessary, plan the Annual Meeting, appoint committees and chairs, and represent the SC Society OCR in the national Confederation of States activities.
- The President appoints the Secretary, Vice-President, and Treasurer of the Society. Any appointment made by the President may be removed by the President.
- The President or the Council may initiate a committee and name the Chair. Committee Chairs do not have to sit on the Council. Chairs may appoint their own committee members. Chairs must give a report to Council when requested. The President is a member ex-officio of all committees.
- Maintains a list of contact names, addresses, phone numbers and emails of members in the Society.

The Vice President of the SC Society OCR: [at this time is a flexible position appointed by the President of the Society]

- Is appointed by the President of the Society.
- Assists the President as needed and in the President's absence.

The Secretary of the SC Society OCR:

- Is appointed by the President of the Society.
- Prepares and distributes notices of all meetings of the Society and ensures that the proceedings of said meetings are properly recorded and distributed.
- The Secretary also prepares Society correspondence as requested by the President.
- Maintain a list of contact names, addresses, phone numbers and emails of members in the Society.

The Treasurer of the SC Society OCR:

- Is appointed by the President of the Society.
- Is the custodian of all funds received and disbursed by the Society and maintains accurate records of all financial transactions.
- Maintain a list of contact names, addresses, phone numbers and emails of members in the Society.

The Chair/Keeper of the Rite of the SC Society Black Rose:

- Is appointed by the President.
- Is the contact point for those who wish to have the presence of the mourners at dedications and memorial services.
- Organizes SCOCR members who have an interest portraying the persona of a widow or mourner.
- Ensures membership requirements necessary to become and maintain status of a Black Rose.
- Maintain a list of contact names, addresses, phone numbers and emails of members in the Society.

The Society Webmaster of the SC Society OCR:

- Is appointed by the President
- Ensures registration of domain name and maintains a website.

The Editor for the SC Society OCR:

- Is appointed by the President
- Issues a quarterly newsletter via electronic means to each President/Representative of the Chapters who are responsible for the distribution of the newsletter to their members.
- Maintain a list of contact names, addresses, phone numbers and emails of members in the Society.

The Chaplain for the Society OCR:

- Is appointed by the President
- Sends out electronic prayer requests to all members as requested and informed.
- Sends out cards via US postal services in the passing/severe illness of Society members and their immediate families; Supporting Camp members and their immediate families; other State Society members and Historical Group members as requested by the President of the Society.
- Maintain a list of contact names, addresses, phone numbers and emails of members in the Society.

The Chair for the SC Society OCR Planning:

- Is appointed by the President
- Will maintain control and ordering of SC Society OCR pins. Funds directly received by the Chair will be mailed quarterly to the SC Society Treasurer with corresponding information included.
- Will maintain control of fundraising projects.

The Chair for the SC Society OCR Rose Bud:

- Is appointed by the President
- Coordinates Little Rosebud/and Thorn activities.
- Appoints vice-chairs for each area of the state as needed for activities.